

**Public Education Agency (PEA) Improvement Plan
Preschool Transition by Third Birthday**

Respond to all of the following items:

1. Tracking

Does your PEA have a tracking system that enables the special education staff to ensure that timelines are followed? YES NO

- If yes, describe the tracking system.

2. Personnel

a. Is staff availability or staff performance the cause of your not adhering to the preschool transition requirements? YES NO

- If yes, analyze and describe the quantity and qualifications of your PEA staff to determine their ability to complete the transition process within the timelines.

b. Do your PEA staff members know the procedures necessary for completing all of the transition components?

c. Describe who is responsible for completing the preschool transition information within the annual special education data collection application and how you ensure that the person understands the reporting requirements.

3. Process

a. Are there written procedures for the transition process that have been agreed upon by both your PEA and the referring AzEIP agencies? YES NO

- If yes, describe those procedures.

b. Describe the actions taken if the AzEIP agency fails to schedule transition meetings for students between the ages of 2.6 and 2.9 years.

c. Describe the action taken if the AzEIP agency fails to send directory information in February and September.

4. Issues

a. Describe the circumstances, other than staff concerns, that result in delays in transitioning children by their third birthdays.

b. Describe any steps already taken to prevent such a delay from recurring.

c. Identify what, if any, internal barriers exist that prevent transitioning 100% of preschool students by their third birthdays.

5. Summary

Document your conclusions related to the above analysis.

6. Technical Assistance

Describe any supports or technical assistance you have used to help address the identified issues.